

Roberto Bezerra de Oliveira Júnior

Brazilian, single, 29
André Cavalcanti St
Centro, Rio de Janeiro, RJ
Home (21) 2242-7670 / Cell (21) 98946-1436
E-mail: contato@robertojr.com.br

ADMINISTRATIVE / QUALITY / HR / TI

SUMMARY OF QUALIFICATIONS

Solid knowledge in accounting, management, finances, human resources and quality.

Detail oriented and efficient, with strong analytical ability. High capacity of fast learning, leader and communicative.

Able to manager integrated management systems, make corporate purchases, control fleet cars, review documents and contracts, monitor Sales and negotiate with suppliers.

Experience in accounting consulting to small companies, developing payrolls, assessment, filling of entries and issuance of certificates, statements and invoices.

Experience in development and improvement of occupational safety and hygiene programs, controlling the IPE, training and assisting the Human Resources department.

EDUCATIONAL BACKGROUND

Degree in Analysis and Development of Computerized Systems (coursing).

MBA in Financial Management of Companies – UNP/RN (2013).

Bachelor degree in Accounting – FCNSV/RN (2012).

Technical in Safety Officer – RADIOTEC/RN (2009).

PROFESSIONAL BACKGROUND

06/2014 (current job)

BR4 EMPREENDIMENTOS (National Middle Company)

- Analyst Personnel Department

08/2012 – 04/2014

SNC-LAVALIN MARTE (Multinational Corporation)

- Analyst Administrative / Purchases
- Technician Administrative

06/2012 – 08/2013

ACCOUNTING CONSULTING

- Accountant

11/2010 – 05/2012

F. I. CUNHA TOPOGRAFIA LTDA. (National Small Company)

- Safety Officer

06/2003 – 09/2010

ABDM EMP SERVIÇOS LTDA. (National Average Company)

- Administrative Supervisor
- Administrative Assistant

- Human Resources Assistant
- Typist

MAIN ACHIEVEMENTS

Trained over 100 students in administration and accounting.

Certification of 3 companies in ISO 9001, ISO 14001 and OHSAS 18001.

Registry of 4 companies in the CRCC - PETROBRAS (Register of Suppliers of Goods and Services) in several families, budgeting and advanced use of PETRONECT system (online bidding PETROBRAS).

Saved more than \$ 50,000 in renegotiating contracts with suppliers.

Conducting financial planning and budgets / forecasts.

Development of procedures, work instructions and procedures to meet specific business forms.

LANGUAGES

Portuguese – Native.

English – Intermediate.

COMPUTER SKILLS

Proficient in Microsoft Office 2007 (Word, Excel, Power Point, Outlook, Publisher, Access) and Windows 10, Internet, Corel Draw X3, HTML5, CSS, C, Java.

Roberto Bezerra de Oliveira Júnior